



**JUSTICE AND PUBLIC SAFETY
CABINET
DEPARTMENT OF
JUVENILE JUSTICE
POLICY AND PROCEDURES**

REFERENCES:

CHAPTER: Administration

AUTHORITY:

SUBJECT: Staff Dress and Appearance

KRS 15A.065

POLICY NUMBER: DJJ116

TOTAL PAGES: 4

EFFECTIVE DATE: 10/24/2016

APPROVAL: Carey D. Cockerell

, COMMISSIONER

I. POLICY

Department of Juvenile Justice (DJJ) staff shall establish and adhere to specific written guidelines regarding dress and appearance while on duty.

II. APPLICABILITY

This policy shall apply to all DJJ staff.

III. DEFINITIONS

Refer to Chapter 100.

IV. PROCEDURES

A. General Guidelines for Staff

1. Male and Female Dress and Appearance

- a. DJJ staff shall adhere to Business Casual attire during business hours. Professional attire may be required for meetings when representing the department in a professional capacity at the discretion of the Administrative Manager.
- b. Attire shall fit properly, shall not be worn, torn, frayed, or have holes. No article of clothing with oversized or large commercial logos, offensive language, or images shall be worn.
- c. Professional attire for male employees includes:
 1. Business Suits;
 2. Slacks and coordinated sport jacket; and
 3. Dress shirt and tie.
- d. Business Casual attire for male employees includes:
 1. Dress slacks;
 2. Khaki style slacks;
 3. Polo style shirts or button down shirts; and
 4. Tie (optional).

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- e. Professional attire for female employees includes:
 - 1. Business Suits, Dresses, Skirts, or Slacks; and
 - 2. Blouse or Sweater.
- f. Business Casual attire for female employees includes:
 - 1. Khaki style Slacks and Skirts;
 - 2. Shirts Polo or Blouse;
 - 3. Dresses; and
 - 4. Capri or Cropped Pants (Mid-calf or below).
- g. Revealing clothing shall not be permitted. Clothing shall not expose the midriff.
- h. Spandex and form-fitting pants such as biking or yoga pants shall be prohibited.
- i. Leggings and jeggings may be worn with a tunic, top, or sweater that falls to the knee.
- 2. Shoes shall be clean and neat, and worn at all times while on duty. Flip-flops shall be prohibited in the workplace.
- 3. Hair will be clean, combed, and neatly trimmed or styled. The hair style should be appropriate to the work setting and should not interfere with the work to be performed, create a safety hazard, or cause distraction in the work place.
- 4. Fingernails shall be clean and neatly trimmed and shall not be of a length that interferes with performance of duties.
- 5. A male or female shall not display any type of visible body piercings, other than earrings or small nose stud.
- 6. An employee shall present and maintain the highest level of personal grooming and hygiene in the workplace.
- B. Community and Mental Health Branch staff shall adhere to professional or business casual attire when representing the division of community and mental health services. If Community and Mental Health Branch staff are conducting home visits or field visits jeans are permitted. Jeans must be free from holes and frays. Jeans shall be worn around the waist and underwear shall not show. Sagging jeans are prohibited. Under no circumstances are jeans to be worn to court, outside trainings, or community meetings. It is the supervisor's responsibility to assure that staff are dressed in accordance with the dress code, and enforce dress code standards.
- C. Youth Worker and Youth Worker Supervisors.
 - 1. Clothing shall be clean, maintained in good order, and reflect a professional appearance. Clothing shall be properly sized and not over revealing or a distraction to residents and co-workers.
 - 2. These guidelines shall be followed:
 - a. No flip-flops, house slippers, open toe, sandals, or other similar footwear shall be worn. Shoestrings shall be tied.

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- b. State issued polo style shirts shall be worn.
 - c. Pants may be khaki or cargo type worn over footwear, with the exception of the Cadet Leadership Education Program (CLEP) which follows the CLEP Standard Operating Procedure regarding dress code. Pants shall be worn at the waist.
 - d. Shorts and capris may be worn. Shorts shall be khaki or cargo type. Shorts shall be worn at the waist. The length of shorts shall not be shorter than the “fingertip rule”. Shorts shall not extend beyond the top of the knee.
 - e. During cool weather, personnel may wear plain sweaters and crew neck sweatshirts. Hooded clothing items shall be prohibited.
 - f. During inclement weather, personnel assigned outside duties may wear articles of clothing to protect them from the elements, such as toboggans. However, staff shall not wear an article of clothing which may create a safety risk. These articles shall be approved by the facility superintendent or designee and shall be furnished by the employee.
3. The following personal accessories may be worn:
- a. Two rings may be worn; a wedding ring shall count as one ring. Rings shall not be bulky or have jagged edges.
 - b. Medical alert bracelets or necklaces (worn inside the neckline) may be worn to indicate medical conditions.
 - c. One religious medallion may be worn inside the neckline.
 - d. An employee may wear one pair of stud type earrings, post, or clasp style. Other visible body piercings are prohibited.
 - e. A wristwatch may be worn.
4. Ball style caps that have approved DJJ logos may be worn inside facilities. No other type of hat shall be permitted.
5. Neck scarves shall not be worn while supervising youth.
- D. Allowance for reasonable accommodations based on the medical or disability-related needs of the employees shall be permitted. Refer to Chapter 1 (DJJ Americans with Disabilities Amendments Act and Reasonable Accommodations Protocol).
- E. Kitchen, Medical, Institutional Recreation Leader, IT, CaRP, or Maintenance staff shall dress appropriately as it relates to specific job duties. Attire shall be approved by the Administrative Manager.
- F. Supervisors are responsible for enforcing the dress code and personal hygiene requirements of employees. Any employee found in violation of this policy, shall be required to take corrective action immediately which may include leaving the work premises and may result in disciplinary action.
- G. Staff shall carry or wear employee identification badges or other agency-identifying clothing. At the discretion of the superintendents, the employee's identification card may be required to be visible while on duty.
- H. All state issued clothing and equipment shall be returned to the appropriate

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supervisor upon separation from the department, and prior to receiving a last paycheck.

- I. Allowance for reasonable accommodation based on religious practice or need shall be permitted.

V. MONITORING MECHANISM

The policy shall be monitored by the Administrative Managers.